



MECHANICAL ENGINEERING TECHNICIAN III
DEPARTMENTAL PROMOTIONAL SPOT FOR
SACRAMENTO
FINAL FILING DATE: APRIL 23, 2009

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

DEPARTMENTAL
PROMOTIONAL
SPOT FOR

WHO MAY APPLY

HEADQUARTERS – SACRAMENTO

Candidates may only establish eligibility in THIS location. Indicate the location for which you are applying directly under the examination title on your application.

This is a departmental promotional examination for the Department of Transportation.

- 1. Applicants must have a permanent civil service appointment with the Department of Transportation as of the final filing date, in order to participate in the examination; **or**
- 2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; **or**
- 3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; **or**
- 4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991.

For applicants under Items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select **one** department in which to compete.

HOW TO APPLY

Applications (STD 678) must be **RECEIVED OR POSTMARKED** no later than the final filing date. **FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.** Applications postmarked **AFTER THE FINAL FILING DATE**, personally delivered or received via interoffice mail **AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.**

FILE BY MAIL:	Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036	FILE IN PERSON:	Department of Transportation 1727 30th Street, 1st Floor Sacramento, CA 95816 (916) 227-4788
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SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at www.dot.ca.gov/hq/jobs on the Internet at <http://spb.ca.gov/jobs/stateapp.htm>.

REASONABLE
ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

SALARY RANGE

\$4306 - \$5231

QUALIFICATIONS
APPRAISAL
INTERVIEW

It is anticipated that qualifications appraisal interviews will be held during May/June 2009.

REQUIRED
IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

REQUIREMENTS FOR
ADMITTANCE TO
THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications/resumes must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications/resumes received without this information will be rejected.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM
QUALIFICATIONS

Either I
Experience: Two years of experience as a Mechanical Engineering Technician II in the California state service.

Or II
Experience: Broad and extensive (more than five years) of drafting and design experience in an engineering office (two years of which may be specification writing only), three years of which must have been mechanical drafting and design experience equivalent in level of responsibility to a Mechanical Engineering Technician II in the California state service. **and**

Education: Equivalent to completion of a two-year terminal curriculum in mechanical technology at a community college, or completion of the sophomore year (at least 60 semester units or equivalent quarter units) of a professional mechanical engineering college or university curriculum. [Candidates may substitute mechanical drafting experience for the education on the basis that one year of experience is equivalent to one year (at least 30 semester units or equivalent quarter units) of education.]

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

POSITION DESCRIPTION	<p>This is the advanced journey level in the series. Under the general direction of an engineer, incumbents independently conduct field investigations; plot preliminary site data; prepare and check complete design and contract drawings and check shop drawings and construction submittals; design complex mechanical systems to previously established standards and good design practice, with engineering help only for the most novel, unstandardized features; secure information from catalogs; prepare the most difficult plans, specifications and quantity and cost estimates on a wide variety of mechanical work such as air conditioning, ventilation and heating systems for buildings and tunnels, bridge mechanical devices, piping and duct work, highway maintenance equipment and equipment components and mechanical systems for power plants, pumping plants and generator, fan and pump installations; prepare complex mechanical layouts and complex detail drawings; use state-of-the-art technology, i.e., CADD, personal computers, stand-alone interactive systems and automated lettering devices; coordinate design with other groups and incorporate mechanical details into general plans, and occasionally work on drawings and designs other than mechanical; inspect complex manufacturing and installations of mechanical materials and highway maintenance equipment and equipment components, especially where conformance to special design or complex requirements are involved; suggest design standards and prepare any special mechanical drafting standards; make complex engineering calculations; act in a lead person capacity; train drafting persons and technicians; report the status of complex and unusual mechanical engineering work and completed results.</p>
EXAMINATION INFORMATION	<p>This examination will consist of a qualifications appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.</p>

QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100%

Scope:

A. Knowledge of:

1. Design of mechanical systems, components and materials.
2. Installation and construction methods.
3. Drafting symbols, devices and mechanisms.
4. State-of-the art technology i.e., CADD, personal computers, stand-alone interactive systems and various technical aids.
5. Air conditioning, ventilation and heating systems, piping and duct work and fan, turbine, pump, highway maintenance equipment and equipment components and installations.
6. Mechanical theory, and practice.
7. Engineering mathematics.
8. The department's safety and health policies and procedures.
9. Basic safety practices contained in the California Code of Regulations, Title 8 Industrial Relations, Safety Orders, and the General Industry Safety Orders regarding personal protective equipment.
10. Lead person responsibilities.
11. Training methods.
12. Methods of directing and scheduling the work of others.

B. Ability to:

1. Follow directions.
2. Prepare design and contract drawings for mechanical work from existing drawings and from design notes and sketches.
3. Interpret all drawings, plans and specifications of any kind encountered in the work and incorporate mechanical and associated drawings, plans and specifications into general design and contract documents.
4. Prepare as-built plans.
5. Use state-of-the-art technology, i.e., CADD, personal computers, stand-alone interactive systems and automated lettering devices.
6. Prepare neat and accurate drafting and freehand and machine lettering.
7. Report the status of work and the completed results.
8. Prepare basic, or assist in preparation of complex plans, specifications and quantity and cost estimates of mechanical work.
9. Do mechanical design and layout work of average difficulty and detail drafting of the most complex nature.
10. Work independently.
11. Prepare engineering calculations.
12. Check and plot from field notes and prepare and check complex plans, quantity and cost estimates and specifications of mechanical work.
13. Do complex layout work.
14. Specify and estimate mechanical systems and components.
15. Do shop and field inspection of equipment and mechanical systems.
16. Correlate plans, designs, drawings and data with physical conditions.
17. Do difficult mechanical design, the most difficult layout work and mechanical detail drafting of the most complex nature.
18. Check as-built plans.
19. Act in a lead capacity.
20. Train drafting persons and technicians.

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.

ELIGIBLE LIST INFORMATION	A departmental promotional spot eligible list will be established for the Department of Transportation in District HQ. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
CAREER CREDITS	Career credits are not granted in promotional examinations.
VETERANS PREFERENCE POINTS	Veterans preference points are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate’s responsibility to contact the Caltrans Office of Examination Services in Sacramento, three business days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate’s responsibility **to contact the Caltrans Office of Examination Services in Sacramento at (916) 227-4788**, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate’s notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the State Personnel Board.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.